

SUPERVISION AND EVALUATION OF PROFESSIONAL STAFF

A well-planned and systematic program of supervision and evaluation of performance tied to educational outcomes is vital to the ongoing improvements of the instructional program. It is incumbent upon the Lisbon School Committee to ensure that sufficient administrative time and energy are expended to supervise (observe and assist) and evaluate (measure and assess) teachers. The evaluation program shall address all aspects of teaching performance and recognize that the fulfillment of student needs is of primary importance. The program will be an ongoing appraisal of the performance of teachers to provide:

- A. A systematic process whereby all staff members may measure and improve, on a continuing basis, the effectiveness of their instructional services, using the available professional resources;
- B. Opportunity for all staff members to analyze their strengths and weaknesses as they relate to the teaching-learning process and to discuss objectively the contributions they have made to the school system; and
- C. Opportunity for the administrative staff to analyze the strengths and weaknesses of individual staff members and to use this knowledge to develop supervisory service to assist individuals in developing goals to improve their competencies. These may relate to the teaching learning process and/or other professional responsibilities.

The Superintendent shall be responsible for development, implementation and periodic review of a comprehensive program of supervision and evaluation. The program shall provide for minimum standards for the number and frequency of formal performance reviews, with the understanding that probationary teachers require closer support and more frequent performance reviews.

- A. Evaluative criteria shall be in written form and made permanently available to the teacher.
- B. Evaluations shall be made by persons designated by the Superintendent or his/her representatives.
- C. Results of the evaluations shall be put in writing and shall be discussed with the teacher.
- D. The teacher being evaluated shall have the right to attach a memorandum to the written evaluation.

- E. Results of all evaluations shall be kept in confidential personnel files maintained at the Superintendent's office.

The Lisbon School Committee intends to seek and maintain the best-qualified staff to provide quality education for students. In keeping with this, all personnel are expected to participate fully in the appraisal process. An integral part of this process is self-appraisal. The self and administrative appraisals will include knowledge of subject matter, educational skills and techniques, behavior patterns, values, and ethics. Each professional staff member will share in the responsibility of maintaining and enhancing the self-image and self-respect of all participants throughout the appraisal process. The evaluation procedure is to address all aspects of teaching performance and recognize that the fulfillment of pupil needs is of primary importance.

While supervision and evaluation policies and procedures are not negotiable in collective bargaining, the Superintendent is to seek appropriate involvement of staff in the development and periodic review of the supervision and evaluation program.

Legal Reference: 20-A MRSA §§ 1055, 13802

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